

## Johnson Space Center Memorial Tree Guidelines

### **To Request a Tree:**

- Requestor will contact NASA Exchange, [lisa.m.villarreal@nasa.gov](mailto:lisa.m.villarreal@nasa.gov) at 281-483-9168.

### **Eligibility:**

Survivors or other interested parties may request permission to plant a tree on the Johnson Space Center's (JSC) property in a memory of a deceased:

- Current or former NASA employee or contractor
- Immediately family member (spouse or children) of a current or former NASA employee or contractor
- Individual who has made noteworthy contributions to the space program approved by Center management

### **Tree Specifications and Regulations:**

- Memorial tree shall be a Live Oak indigenous to Texas and have a trunk diameter of no less than 3 inches per commercial nursery standards
- Tree location will be designated by JSC's Center Operations Directorate (COD).
- Planting time shall be from October through February to maximize survivability.
- Memorial trees may not be decorated (i.e. wind chimes, ornaments, signs, bird houses, ribbons, etc).

### **Memorial Marker:**

- A memorial marker is required to be ordered along with the memorial tree. The marker size, shape, materials, and lettering shall be consistent with other memorial tree markers located on JSC property.
- The marker will contain the deceased's name, date of birth and date of death. In addition, a suitable line commemorating the individual's contribution to the Space Program, subject to approval of Starport.
- One marker per tree. Name plate can be changed at requestors expense to add additional family members.

### **Expenses:**

- The memorial tree, marker and installation price will be at the market rate, payable in advance. Money orders and checks shall be made payable to Starport. Credit card purchases are acceptable.
- The tree order form shall be completed and submitted with payment when the tree is ordered (see enclosure).
- Starport will replace any tree that does not survive up to 12 months from the time of planting if planted between October and February.
- Should a tree not survive or a marker becomes degraded over time, the donating party will be notified through U.S. mail and given the option of replacing the tree or marker, at their expense, or to remove the marker. The purchaser shall keep Starport informed of a current mailing address.

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**NASA Exchange – Johnson Space Center (JSC)  
Memorial Tree Order Form**

Thank you for your interest in JSC's Memorial Tree Program. Your thoughtful memorial will ensure that your loved one remains honored at JSC for years to come.

Contact (Purchaser) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail address \_\_\_\_\_  
Name of deceased \_\_\_\_\_

Deceased Affiliation with NASA

- ☐ NASA Employee
- ☐ NASA Contractor
- ☐ Spouse or Child of NASA Employee
- ☐ Spouse or Child of NASA Contractor

Information for Marker (with a maximum of 80 characters)

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Date of Death \_\_\_\_\_

Price:     \$1,385    

This price includes tree, marker, delivery, and installation and is payable in advance.

Payment (check or money order) shall be made payable to the NASA Exchange-JSC and mailed to:

Ms. Lisa Villarreal  
NASA Lyndon B. Johnson Space Center  
Mail Code AH12  
2101 NASA Parkway  
Houston, TX 77058

I am requesting to purchase a memorial tree and marker at JSC. I have read and agree with the JSC Memorial Tree Policy (Enclosure) and understand that the price quote expires in 30 days.

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

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### **Memorial Service Ceremony**

Due to budget cuts, COD and the Information Resource Directorate (IRD) are not able to support with their resources (no tents, chairs, tables, PA system, stage, mulch or shovels, on site facilities etc).

In order for non-badge guests to attend a memorial ceremony the POC must provide a guest list one week in advance of the ceremony for on-site access and security screening. The list should include both non badged and badged invited guests and be submitted to the following personnel: JA/Lisa Gurgos @ [lisa.gurgos@nasa.gov](mailto:lisa.gurgos@nasa.gov) and using the following format:

For Who: Tree memorial for TBD

When: Friday, March 16, 2012

Time: 3:30 -4:00 pm

\*Any guest requiring assistance:

Participants:

1. Name 1
2. Name 2

- Non-badge guests are required to park in the public parking lot at the Saturn V facility or building 110/111 and walk to the memorial ceremony.
- In the event of guest that need handicapped assistance to get to the memorial tree site, the requestor will coordinate with Lisa.

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Internal Administration:

- Family relations representative will be the Purchasers's point-of-contact (POC) and will coordinate activities with COD and Starport focal points. Duties include receiving and responding to inquiries and requests to plant memorial trees, taking orders, verifying the accuracy and approving the appropriateness of marker information, and notifying families if a tree had died or a marker has become degraded.
- Starport POC will procure a memorial tree and marker once payment is received and will assure that the tree and marker are consistent with the policy prior to planting and installation. The POC will set the delivery and installation dates and handle logistics issues of replacing a dead tree during the first 12 months after planting.
- The COD POC will determine the location for the memorial tree, ensure trees are watered after planting, inform Starport POC of any dead trees, coordinate any dedication ceremonies, and periodically ensure upkeep needs for the trees.